

Correspondence Handbook

(282 FW 2)



U.S. Fish and Wildlife Service
Washington, D.C. 20240

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FOREWORD

Our Government does most of its day-to-day business through written communications. The Fish and Wildlife Service wants to ensure the message is clear, concise, and non-bureaucratic. Director's Order No. 101, dated July 20, 1998, implements the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing. It says in part, "A plain language document contains information that meets your intended audience's needs. When you write plain language documents, you present complex or technical information in an orderly and clear way so that your audience will have the best possible chance to understand it. Plain language documents are organized logically and are easy to understand and read."

To be an effective means for conducting business, our letters must meet certain standards of appearance and style. This Handbook provides such standards for the Service. It is designed to help us prepare better correspondence.

SERVICE DIRECTORATE LIST

TITLE	NAME	PHONE	FAX
	(Secretaries' names in parentheses)		
Director	Steve Williams (Patricia Kennedy)	(202) 208-4717	(202) 208-6965
Deputy Director	Marshall P. Jones Matthew J. Hogan (Roslyn Sellars)	(202) 208-4545	(202) 208-6965
Special Assistant to the Director	Clint Riley	(202) 208-4540	(202) 208-6965
Special Assistant to the Deputy Director	Theresa Rabot	(202) 208-3843	(202) 208-6965
Correspondence Control Unit	Margie Nash	(202) 208-7535	(202) 219-2415
Assistant Director - External Affairs	Robyn Thorson (Paula Carey)	(202) 208-6541	(202) 501-6589
Assistant Director - Endangered Species	Gary D. Frazer (Ruby Capers)	(202) 208-4646	(202) 208-6916
Assistant Director - Fisheries and Habitat Conservation	Cathleen Short (Cheri Morgan)	(202) 208-6394	(202) 208-4674
Assistant Director - International Affairs	Kenneth Stansell (Felicia Mathis)	(202) 208-6393	(202) 208-4674
Assistant Director - Budget, Planning and Human Resources	Denise Sheehan (Susan Hutcheson)	(202) 208-3736	(202) 208-3143
Assistant Director - Migratory Birds and State Programs	Tom Melius (Roberta Correa)	(202) 208-1050	(202) 482-3716
Assistant Director - Business Management and Operations	Paul Henne (Pat Sampson)	(202) 208-4888	(202) 208-3143

TITLE	NAME	PHONE	FAX
Chief, Law Enforcement	Kevin Adams (Margaret Riebau)	(202) 208-3809	(202) 208-6965
Chief, National Wildlife Refuge System	Dan Ashe (Patricia Stover)	(202) 208-5333	(202) 208-3082
Regional Director - Region 1 (Portland, OR) (Pacific Region)	Anne Badgley (Jackie Moseley)	(503) 231-6118	(503) 872-2716
Manager, California/ Nevada Operations	Steve Thompson (Alta Ostrode)	(916) 414-6464	(916) 414-6486
Regional Director - Region 2 (Albuquerque) (Southwest Region)	Dale Hall (Donna Shoemaker)	(505) 248-6282	(505) 248-6910
Regional Director - Region 3 (Twin Cities) (Great Lakes-Big Rivers Region)	Bill Hartwig (Pat Jelinek)	(612) 713-5301	(612) 713-5284
Regional Director - Region 4 (Atlanta)	Sam Hamilton (Peggy Kendrick)	(404) 679-4000	(404) 679-4006
Regional Director - Region 5 (Hadley) (Northeast Region)	Mamie Parker (Tammy Hogan)	(413) 253-8300	(413) 253-8308
Regional Director - Region 6 (Denver) (Mountain-Prairie Region)	Ralph Morgenweck (Debbie Schreiner)	(303) 236-7920	(303) 236-8295
Regional Director - Region 7 (Anchorage) (Alaska Region)	Dave Allen (Tauline Davis)	(907) 786-3542	(907) 786-3306

WASHINGTON OFFICE BUILDING LOCATIONS

MIB - Main Interior Building

U.S. Fish and Wildlife Service
1849 C Street, N.W.
Washington, D.C. 20240

ARLSQ - Arlington Square

U.S. Fish and Wildlife Service
4401 N. Fairfax Drive
Arlington, Virginia 22203

4501 - Arlington

U.S. Fish and Wildlife Service
4501 N. Fairfax Drive
Arlington, Virginia 22203

LIST OF COMMONLY USED ACRONYMS

A/S	Assistant Secretary (nonspecific)
ABHR	Assistant Director - Budget, Planning and Human Resources
ABMO	Assistant Director - Business Management and Operations
AEA	Assistant Director - External Affairs
AES	Assistant Director - Endangered Species
AFHC	Assistant Director - Fisheries and Habitat Conservation
AIA	Assistant Director - International Affairs
ALE	Assistant Director - Law Enforcement
AMBS	Assistant Director - Migratory Birds and State Programs
BIA	Bureau of Indian Affairs
CCU	Correspondence Control Unit
CNO	California/Nevada Operations Office
CNWR	Chief, National Wildlife Refuge System
D	Director
DD	Deputy Director
DS	Deputy Secretary
ES, ExecSec, or OES	Executive Secretariat
FNP or NPS	National Park Service
FW or FWP	Assistant Secretary for Fish and Wildlife and Parks
FWS	Fish and Wildlife Service
IA	Assistant Secretary - Indian Affairs
LLM or BLM	Bureau of Land Management
LM	Assistant Secretary - Land and Minerals Management
NCTC	National Conservation Training Center
NFWF	National Fish and Wildlife Foundation
OCL or CL	Office of Congressional and Legislative Affairs
OIG	Office of Inspector General
PMB	Assistant Secretary - Policy, Management and Budget
R1-7 or RD1-7	Regional Directors, Regions 1 - 7
S	Secretary of the Interior
SOL	Solicitor
WBR, BOR, or BuRec	Bureau of Reclamation
WGS or USGS	U.S. Geological Survey
WS	Assistant Secretary - Water and Science